



**Minutes**  
**NCA Steering Committee**  
**April 12, 2006**

**Present:** Co-chairs Deb White and Judy Strong, Tim Borchers, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Teri Walseth, Karla Wenger

**Minutes:** Moved by Borchers, seconded by Nawrot to approve the minutes of March 22, 2006. The motion was approved unanimously.

**Criteria Team Updates:**

- CT1: Reported that drafts are due from Core Component Subgroups 4/17/06. Chapter draft will be posted on web after 4/19/06 for others to read. CT1 would like volunteers from the other criterion teams to read the draft and submit feedback.
- CT2: Reported on Open Forum discussion. Many indicated a lack of planning at MSUM, but the real issue is a need to educate the campus on planning. It was suggested the PR Subgroup highlight the various Work Plans in a future Continews article. CT2 expects to submit a chapter draft for review to Susanne Williams shortly.
- CT3: Reported that their Open forum went well. There was good discussion and numerous questions on assessment. Chapter writing has slowed down due to student advising. Still working on survey questions for data gathering. It was suggested that Student Academic Conference posters be collected along with presentation papers to use as evidence of student learning. Malott agreed to handle collection.
- CT4: Reported on a successful Open Forum. Questioned when the deadline to submit chapter draft is.
- CT5: Working on compiling the chapter draft. A lot of material/data has been received following the open forum, some we already had and some new. Almost have too much information and will need to determine which to focus on. CT5 expects to have a draft ready for reading by selected people on campus shortly.

Difficulty in finding blocks of time to finish writing drafts was discussed. Some teams are planning to spend time writing after graduation. The possibility of being able to fund the extra duty days will be explored

Discussion ensued on how to address a projected sharp drop in student enrollment next year and a potential budget deficit. It was noted that this also happened at the time of the previous visit. Criterion 2 will address this and show how a shift in resources is addressing problems. Work Plan initiatives will be highlighted as evidence as well. A disconnect appears between planning and awareness by the campus community of the planning process and decisions was discussed. It's important that faculty and staff are educated on the findings of the self-study, both the great things happening on campus as well as the challenges.

Another topic that should be addressed is MSUM's response to the alcohol related issues. Both Criterion 2 and Criterion 3 will cover this in their respective chapters. Information of the assessment measures for the new online should be included.

**Open Forums:** It was noted that while attendance was small it may have facilitated better discussion. Advising probably played a role along with it generally being a busy time of the semester for faculty, staff, and students to attend. That also may have played a role in why very few Criterion Team members attended open forums other than their own. It was suggested to meet with smaller groups, departments or colleges, next fall. It was proposed that meetings with the whole team should be scheduled next fall as it is important for team collaboration. It was added that Darel Paulson, AV-TV Services took photos at the opens forums that can be used in the self-study.

**Public Relations Update:**

- Open forum sign-in sheets need to be submitted to Wenger.
- It was agreed that two pizzas will go to the department with the overall best student representation at the open forms and to the department/office with the best overall employee representation.
- One more article will be published in Continews dealing with what has been learned from campus input, what has been identified as good things and/or challenging things. Members are to submit items by Friday, April 21 to Nawrot.
- It was suggested to establish a separate email account for the self-study. White and Strong volunteered to monitor the account and respond to questions/comments.
- Feedback/comment table will be setup at 4<sup>th</sup> of July.
- Student campaign will be in the fall. It was suggested that team members highlight the visit in their classrooms. Other suggestions included a "Reaccreditation Awareness Week."

**Timeline:** The timeline created last summer was reviewed. White agreed to update the document. Discussion ensued on when the final chapter drafts are due and whether to send hard copies to Williams or place the drafts on the website. It was agreed to load first drafts on the password protected section of the website for review by all teams. The final draft will be available for comment by the campus. It was agreed to invite Williams and Allen Sheets to the May 10 meeting to discuss layout and design of the report and answer questions regarding the sidebars. It was proposed that a logistic subgroup (2 or 3 members) be formed to work on planning for the visit.

**End of Year Event:** It was agreed to hold an All-Team gathering on Wednesday, May 3 at 4:30 p.m. White agreed to schedule a room and gather door prizes. Strong will ask President Barden to attend.

**Outreach:**

Requests to meet with the various bargaining units to update the respective membership on Reaccreditation 2007 have been sent out.

**Data:**

- Announcement of participation in the Delaware Study will be made at the April 26 All-Chairs meeting.
- A draft of the survey questions compiled by Campus Survey Subgroup will be sent by email for review by the Steering Committee. It was added that Jean Sando, hired as a consultant for Liberal Studies assessment, could be a valuable resource in analyzing data.

**Chicago Meeting Highlights:**

- Don't worry about overlap within the chapter.
- Encourage all team participation.
- Don't worry about the Institutional Snapshot (Strong and Iris Gill will handle)
- Some reports used "discuss" and "looking forward" as the subhead at the end of their reports.
- No requirement to follow the order of the Criterion or the Core Components within each Criterion - can reorganize.
- Important to weave student learning throughout the entire report.

**Faculty Professional Development Day:** It was announced that a request has been received from the Faculty Development Committee for allotment of 2-3 hours for a presentation. The benefits of meeting with smaller segments of the campus versus the campus as a whole were discussed. Further discussion was tabled until confusion on the date and format of the day is resolved

**Next Meeting:** Wednesday, April 26, at 3:00 p.m., in MA 268. Members are to bring their summer calendars so meetings/retreat can be planned.

The meeting adjourned at 5:08 p.m.